



CALIFORNIA STATE CONTROLLER’S OFFICE

PROMOTIONAL EXAMINATION FOR
CLAIM AUDITOR

MONTHLY SALARY RANGE
\$2620-\$3185

Note: The salaries used in this bulletin are the latest available from the State Controller’s Office, but may not reflect all of the pay raises granted recently. You should verify the salary levels with the department personnel office before making any commitments

6CO35

FINAL FILING
DATE

OCTOBER 3, 2006 is the final filing date. Application (STD Form 678) must be **POSTMARKED** no later than the final filing date. Applications postmarked, personally delivered or received via inter-office mail after the final filing date will not be accepted.

INTERVIEW DATE

It is anticipated that the exam will be held during **OCTOBER/NOVEMBER 2006**

WHO MAY APPLY

Competition Limited to California State Controller’s Office employees.

Applicants must have a permanent civil service appointment with the State Controller’s Office by the above listed final file date in order to take this examination. Under certain circumstances, former State Controller’s Office employees may be allowed to compete under the provisions of Rule 235. (See General Information on reverse side.)

HOW TO APPLY

Submit Examination Application (STD. Form 678)

By mail to:

State Controller’s Office
HR-Examinations Unit
P.O. Box 942850
Sacramento, CA 94250-5877
Attention: Andrea Munoz

OR

In person to:

State Controller’s Office
HR-Examinations Unit
300 Capitol Mall, 6th Floor
Sacramento, CA 95814
Attention: Andrea Munoz

All applications must include "to" and "from" employment dates (month/day/year), time base, and official classification titles. Applications received without this information will be rejected.

SPECIAL
TESTING
ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box of the Examination Application. You will be contacted about specific arrangements.

REQUIREMENTS
FOR
ADMITTANCE TO
THE
EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements for this examination by the *final file date*.

The following patterns may be combined proportionately, when applicable, to meet the overall experience requirement:

Either I

One year of experience in California state service performing clerical duties at a level of responsibility not less than that of an Office Assistant (Typing), Range B; an Office Assistant (General), Range B; or an Account Clerk II.

Or II

Eighteen months of clerical experience outside of State service performing audit, accounting, or record-keeping duties. (Academic education above the 12th grade may be substituted for one year of the required general experience, on the basis of 12 semester hours being equivalent to one year experience.)

And

Education: Equivalent to completion of the 12th grade. In appraising the relative qualification of candidates, consideration will be given to the extent and type of pertinent education above the 12th grade, such as professional accounting courses given by a certified residence or business school.

THE POSITION

This is the first journey level, requiring independence and proficiency to handle complex claim schedules. This is the recruiting, training, and development classification for candidates who, with close supervision, apply contracts, laws, rules, and regulations to auditing claim schedules.

Positions exist with the State Controller's Office in Sacramento.

EXAMINATION
INFORMATION

This examination will consist of a qualifications appraisal interview weighted 100.00%. The interview will include predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. If the candidate pool is low, SCO may change the exam process to an E & E.

COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

Qualifications Appraisal Interview – Weighted 100%

- Scope:
- A. Knowledge of:
- 1. Basic principals of accounting procedures and methods used by private or public agencies and organizations of State Governments.
 - 2. Applicable laws, contracts, rules and statutes.
- B. Ability to:
- 1. Apply the appropriate laws, rules, and regulations.
 - 2. Make sound decisions and recommendations when approving or denying claims.
 - 3. Communicate effectively.

ELIGIBLE LIST INFORMATION

A departmental promotional eligible list will be established for the State Controller’s Office. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

VETERANS AND CAREER POINTS

Veterans preference points and career credits are not granted in promotional examinations.

GENERAL INFORMATION

It is the candidate's responsibility to contact the State Controller’s Office, Examination Unit (916) 324-0811, three days prior to the written test date if the candidate has not received a Notice.

For an examination without a written feature it is the candidate's responsibility to contact the State Controller’s Office, Examination Unit (916) 324-0811, three weeks after the final file date if the candidate has not received a progress Notice.

If a candidate's Notice of interview or Performance Test fails to arrive prior to the day of the interview due to verified postal error, the candidate will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the State Controller's Office, or you may log on to www.sco.ca.gov

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this announcement will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Controller’s Office reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Promotional Examination Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provision of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications, including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Criminal Record Clearance Information: Some positions, within various divisions of the State Controller’s Office, are subject to fingerprinting and criminal records check requirements. This check will be completed by the Department of Justice. Applicants will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

Interview Scope: If an interview is conducted, in addition to the scope described above, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of experience. Evaluation of a candidate's personal development will include consideration of their recognition of their own training needs; their plans for self-development; and the progress made in their efforts toward self-development.

Rule 235: An employee who has moved from one agency to another agency without a break in service may participate in the promotional examination for the agency from which that employee moved while employed under probationary status, limited-term appointment, or temporary authorization (TAU). If a promotional examination is being held for an agency to establish an employment list for an administrative, professional or technical class, an employee of another agency who is otherwise eligible may participate, if that employee had promotional eligibility in the designated agency at any time within three years of the date of the examination and has had no subsequent break in state service by resignation, non disability retirement or removal for cause.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device

California Relay Telephone Service for the deaf or hearing impaired
from TDD Phones: 1-800-735-2929
from Voice Phones: 1-800-735-2922

UPON REQUEST, THIS DOCUMENT CAN BE PRODUCED IN BRAILLE OR LARGE PRINT.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.